

**OPERATION ORDERS**

Chapter

FORENSIC SERVICES DIVISION

Subject

Quality Control**ADMINISTERING the
QUALITY CONTROL
PROGRAM**

The **CRIME LABORATORY MANAGER** is the designated Quality Assurance Manager who is responsible for the maintenance of the quality system of the FSD Division.

RECEIVING EVIDENCE
[83.3.1] [83.3.2]

- A. FSD does not accept evidence until a property voucher is completed, with the chain of custody documented and the evidence properly packaged and sealed to ensure that a proper chain of custody is maintained at all times. This includes items of evidence delivered to the Crime Laboratory, or offered to CSS personnel at a crime scene.
 - 1. A chain of custody is initiated when removing evidence from the Crime Laboratory evidence storage for examination, or when returning evidence to the Evidence Vault after examination.
 - 2. A copy of the Laboratory chain of custody is maintained with the Laboratory case record.
- B. Before evidence is received into the Crime Laboratory or released to examiners, a request must be submitted for its analysis. Blood alcohol submissions are the exception to this procedure.
- C. Section personnel will assist officers in properly packaging evidence for storage, when necessary.
- D. It is not a duty of FSD personnel to transport evidence to or from court or other legal proceedings, and will not be done without prior approval from a supervisor. Never transport evidence in a personal vehicle.
- E. FSD personnel will never transport dangerous drug or narcotic evidence to or from court or other legal proceedings.
- F. Handle evidence lost while in FSD custody, as follows:
 - 1. Notify the appropriate supervisor. Thoroughly search all work and storage areas, and related evidence
 - 2. If the evidence is not located, notify the FSD Manager and write a supplement report explaining the loss.
 - 3. The FSD Manager, in consultation with the bureau director, determines whether the Internal Affairs Unit should

investigate the loss.

PROPERTY IMPOUNDS

All evidence is properly marked, packaged, impounded, and accounted for, using department forms and following FIELD Order 1111/Impounding Employee Responsibilities.

REVIEWS**REPORT REVIEW – CRIME LABORATORY REPORTS**

1. Administrative Review – Before any report is issued from the Crime Laboratory, it is reviewed by a second person for grammar, clarity, and accuracy of wording.
2. Technical Review – Performed on proficiency tested examiner's casework, as required in the FSD Quality System Manual.

PROFICIENCY TESTING and REVIEW

1. FSD performs proficiency testing to ensure procedure is valid, the quality of each examiner's work is maintained, and to demonstrate the current competence of the staff.
2. Employees complete proficiency tests as required by the FSD Quality System Manual.
3. Areas of deficiencies identified through proficiency testing are handled as outlined in the FSD Quality System Manual.

**COMPLAINTS and
GRIEVANCES**

1. Handle complaints concerning a division employee's behavior or work, as outlined in General Orders chapter 1400/Internal Affairs.
2. Address quality assurance concerns to either the Quality Assurance Manager and/or the FSD Manager. Concerns will be documented and addressed, with all findings and any corrective actions recorded and maintained by the Quality Assurance Manager.

